



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR GRANT PROPOSALS # 34349-84417
AMENDMENT # 2
FOR RYAN WHITE PART B CARE SERVICES AND HIV
PREVENTION SERVICES**

DATE: JULY 22, 2016

RFGP # 34349-84417 IS AMENDED AS FOLLOWS:

1. This RFGP Schedule of Events updates and confirms scheduled RFGP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFGP Issued		Confirmed
2. Disability Accommodation Request Deadline		Confirmed
3. Pre-Proposal Teleconference	1:30 p.m.	Confirmed
4. Notice of Intent to Propose Deadline	2:00 p.m.	Confirmed
5. Written "Questions & Comments" Deadline	2:00 p.m.	Confirmed
6. State Response to Written "Questions & Comments"		July 22, 2016
7. Proposal Deadline	2:00 p.m.	July 29, 2016
8. State Completion of Grant Proposal Evaluations		August 3, 2016
9. Evaluation Notice Released	2:00 p.m.	August 8, 2016
10. Contractor Contract Signature Deadline		August 19, 2016
11. Effective Start Date of Contract		January 1, 2017

2. State responses to questions and comments in the table below amend and clarify this RFGP.

Any restatement of RFGP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFGP document.

QUESTION / COMMENT	STATE RESPONSE
1 How do I submit the Proposal online?	Please open the Letter of Transmittal by clicking on the DOWNLOAD HERE button. You will fill out the Letter of Transmittal and save to your computer. You will then go back to the Funding Opportunities website http://tn.gov/health/article/funding-opportunities and click on the green button Upload Here. You will complete the short form, click on the Browse button under Upload Attachments, find the file and click on the file to upload and then click open. It has now attached the Letter of Transmittal. There are two other boxes for Upload other for any other attachments. You then click on Submit Form. You will receive a notification that it was successfully submitted with a green checkmark.
2 How many grants are expected to be awarded?	One grant will be awarded.
3 Since there are three (3) distinct segments of the grant: (i) Ryan White Part B services, (ii) HIV Prevention services, and (iii) statewide technical assistance and training, does the proposer need to include all 3 segments into the proposal?	Yes, all three need to be included.
4 How detailed does the grant budget need to be? For example, if we plan to include the university student workers into the project, are the fees for the student workers need to be included into the budget?	The budget needs to be detailed to include all costs for the proposed work. Please see http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf for Finance & Administration – Section 3 Policy A for use in determining which expense category an item should be listed in your grant budget. HRSA policies are located at the following links: https://tn.gov/assets/entities/health/attachments/TN_ConsortiaDevelopmentAndTrainingManual.pdf and https://tn.gov/assets/entities/health/attachments/RyanWhitePartB_ProgramAndApplicationGuidance.pdf
5 Do we need to include all the potential subcontractors at this time?	Please include any potential subcontractors that are known. The names of all potential subcontractors may not be known. The state reserves the right for final approval of any sub-contractor.
6 Will the Department provide proposers with copies of current grant agreements between the State and Lead Agencies which include line item budgets, service details (including sub-contracted services), and pending amendments?	No, it will not. There is currently \$4 million dollars available and the State would like for the proposers to submit new and innovative ideas on implementing this work. Final approved contracts are open record so if proposers would like to see them you must submit an Open Records Request with the Office of General Counsel.
7 Will the Department provide details regarding the administrative budgets, including salaries, for each region?	No, it will not. Administrative costs are capped at 10% of the overall budget. The State would like for the proposers to submit new and innovative ideas on implementing this work. Final approved contracts are open record so if proposers would like to see them, you must submit an Open Records Request with the Office of General Counsel.
8 Will the Department provide information regarding Regional staffing (Coordinator, Trainer, Accountant, etc.), the number	There are currently four lead agents, 4 consortia coordinators, and one technical assistance staff person. It is up to the proposers to submit staffing needs. The current staffing pattern may not be reflective of future needs.

QUESTION / COMMENT	STATE RESPONSE
of positions and staff salaries, for each region, if current grant agreements are not made available to proposers?	
9 Will the State fund the cost of hosting, maintaining, and providing the CAREware database system to all subcontractors?	CAREware is a federal HRSA database. There are no fees associated with hosting or maintaining or providing the CAREware database. It is free to use and downloadable from the HRSA website at www.hrsa.hab.gov .
10 Will the grantee be required to provide and house a separate server for the CAREware system?	No, it will not.
11 What is the proposed date for statewide implementation of CAREware?	The state is planning a consolidated CAREware system in the future, but as of now there is no roll out date established. This will not affect the lead agency and their application.
12 Will the Department provide the web address for access to the Regional Needs Assessment?	The assessments have been added to the Funding Opportunities website at http://tn.gov/health/article/funding-opportunities .
13 Will the Department provide the amount of funds allocated statewide for Technical Assistance?	Historically, there has been around \$175,000 allocated for statewide Technical Assistance (TA) and Training. This includes conducting 2 statewide meetings (Prevention and Care) each year for approx. 150 people and a prevention budget of \$37,000 for two Tennessee Community Planning Group meetings per year. The ceiling for the TA budget is \$175,000, however, applicants may submit a budget for less than \$175,000 to provide TA and Training.
14 Will the Department provide the amounts of funds allocated statewide for Training?	See the response to number 13.
15 Will the Department provide the amount of the regional allocations for Dental Care services?	There is currently 1.8M allocated to Oral Health/Dental Care services. However, that figure includes one-time allocations for this current Fiscal Grant Year. These funds may change year to year and current regional allocations should not be relied upon to determine future budgets.
16 Is it the expectation of the Department for each region to have a full time Dental Consultant assigned?	The current funding for the Dental Consultant is applicable to this current federal grant year. Future funding has not been decided.
17 The following counties were omitted from the list of counties by region; Franklin, Hardeman, Lawrence, Loudon, Marion, Monroe and McNairy. Were the counties omitted by error, or by intent?	This was in error. The final contract with the successful applicant will include all applicable counties, including those that were omitted.
18 When will be "proposal budget" be released?	The RFGP lists the amount of money available. Each applicant is required to submit a "proposal budget".

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19 Will the Department provide the amount of funds allocated by the state for each line item? For example; case management, food/nutrition, medical transportation, mental health services, and vision services?	No, it will not. There is currently over \$4M allocated to care and prevention services.
20 Will vision services be on a fee schedule?	There is no fee schedule for vision services currently. Vision services are currently being provided as a one-time service.
21 Does the Department have a Scope of Services for vision assistance?	Vision assistance is currently a one-time allocation. Priorities in the future for allocations will be based on the local needs assessment and is subject to change each year.
22 Which service categories are to be funded in each region, per regional needs assessments?	Service categories are determined through the Priority Setting and Resource Allocation (PSRA) committees in each region as a result of the needs assessment process.
23 What are the regional funds allocated to each service category?	Each region through the PSRA process determines the amounts allocated to each service category.
24 When it comes to the matching of this grant is that a requirement for applying for this grant and should you already have acquired funds for the match.	The match requirement is not applicable to this RFGP.
25 How should budgets be broken out?	Three budgets and a 'roll up' budget are required. There should be a budget submitted for care services, one for prevention services, and one for technical assistance/training. These three budgets should then be combined into one overall 'roll-up' budget.
26 On the letter of transmittal how do we know who the current subcontractors are in the other regions?	<p>For prevention, current subcontractors are: Frontier Health, Samaritan Ministries, Planned Parenthood of Middle & East Tennessee, Positively Living, Chattanooga CARES, Channels of Love, Nashville CARES, Columbia CARES, Street Works, Meharry Medical College, and Children & Family Services.</p> <p>For care, current subcontractors are: Frontier Health, Positively Living, Chattanooga CARES, Channels of Love, Nashville CARES, Columbia CARES, Street Works, and Upper Cumberland Human Resource Agency.</p>
27 At the time of submission will proposal submission link provide an upload button to submit proposal because currently there is not an upload button.	The Upload Button is now on the Funding Opportunities website at http://tn.gov/health/article/funding-opportunities .
28 Does the grant amount of 4 million dollars include the	The recent Part B increases are one-time allocations and were presented as such.

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recent Part B increase in each region for direct service program expansion. If not how are we to ensure program sustainability?	
29 Do we have to use the second tab marked "detail", or could we use the same form for detail that we used last submission?	Yes, the second tab marked "detail" must be completed.
30 When it comes to the matching of this grant is that a requirement for applying for this grant and should you already have acquired funds for the match?	Matching is not required for this grant.
31 I do not see a link for the budget.	It has been added to the Funding Opportunities website.
32 When do I submit exceptions to the contract?	If a proposer has an exception or objects to any of the terms and conditions listed in the Sample Grant Contract, the exception(s) must be listed in the proposal. Similarly, if a proposer is unable to provide any information requested in the RFGP for evaluation, that information is to be listed along with an explanation as to why the proposer cannot comply with the RFGP. Exceptions may result in disqualification of the proposer's proposal.

3. **RFGP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFGP not expressly amended herein shall remain in full force and effect.